

Fee Proposal Checklists for Contracts Agreements and Modifications

Checklist for MINUTES OF NEGOTIATIONS

- ☐ Submit the negotiation minutes on consultant's letterhead titled "Negotiation Minutes"
- ☐ Include a full list of individuals of all parties that were involved in negotiations
- ☐ Include the consultant's initial proposed hours and date the consultant fee proposal was initially submitted and by what means (i.e. hardcopy, email, etc.)
- ☐ Identify each date that relevant emails/phone calls were made for negotiations, and by what means (i.e. phone, meeting, email, etc.)
- ☐ Identify the date of final concurrence by the Department/consultant and summarize the production hours that were negotiated
- ☐ Include proposed Milestone dates and Payment Percentages (may be delayed because of lack of funding, etc.)
- ☐ List any future anticipated contract actions/modifications
- ☐ At conclusion, include a signature block and name/title of authority for the consultant and a similar signature spot for Department approval

Checklist for AGREEMENTS

- ☐ Engineering and Related Services Fee Proposal from Prime Consultant (TC 40-2). All Subconsultant's and/or Subcontractor's and their corresponding fee must be listed on this form.
- ☐ Cover letter from Prime Consultant with description of project.
- ☐ Consultant's Independent Production-Hour Estimate. If Hours are 500 or less, Departmental approval is acceptable.
- ☐ Department's Independent Production-Hour Estimate and Project Funding Strip.
- ☐ Minutes from Pre-Design Conference.
- ☐ Classifications and Percentages for Design.
- ☐ Brief statement describing the Project Scope.
- ☐ Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s).
- ☐ Payment Percentages.
- ☐ Departmental approval for Project Milestone Schedule and Payment Percentages.
- ☐ Department Verification of Funding Availability.
- ☐ Negotiation Minutes.
- ☐ Prime Consultant and all Subconsultant's Most Recent KYTC Audit Report.
- ☐ Prime Consultant and all Subconsultant's Certificate of Final Indirect Costs.

Checklist for STATEWIDE AGREEMENTS

- ☐ Scoping Meeting Minutes with Departmental approval.

Checklist for CONTRACT MODIFICATIONS

- ☐ Engineering and Related Services Fee Proposal from Prime Consultant (TC 40-2). All Subconsultant's and/or Subcontractor's and their corresponding fee must be listed on this form.
- ☐ Cover letter from Prime Consultant with description of project.
- ☐ Consultant's Independent Production-Hour Estimate. If Hours are 500 or less, Departmental approval is acceptable.
- ☐ Department's Independent Production-Hour Estimate and Project Funding Strip.
- ☐ Classifications and Percentages for Design.
- ☐ Department Verification of Funding Availability.
- ☐ Negotiation Minutes.
- ☐ Prime Consultant and all Subconsultant's Most Recent KYTC Audit Report.
- ☐ Prime Consultant and all Subconsultant's Certificate of Final Indirect Costs.
- ☐ Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s).
- ☐ Departmental approval for Project Milestone Schedule.
- ☐ Project Chronology Memorandum.
- ☐ Departmental approval for Project Chronology Memorandum.
- ☐ Copy of Last approved Pay Estimate.

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Checklist for LETTER AGREEMENTS

- ☐ Engineering and Related Services Fee Proposal from Prime Consultant (TC 40-2). All Subconsultant's and/or Subcontractor's and their corresponding fee must be listed on this form.
- ☐ Cover letter from Prime Consultant with description of project.
- ☐ Consultant's Independent Production-Hour Estimate. If Hours are 500 or less, Departmental approval is acceptable.
- ☐ Department's Independent Production-Hour Estimate and Project Funding Strip.
- ☐ Classifications and Percentages for Design.
- ☐ Negotiation Minutes.

Checklist for TIME EXTENSIONS

- ☐ Email or memo for purpose of Time Extension with extended date(s).
- ☐ Project Chronology Memorandum.
- ☐ Departmental approval of Time Extension and Project Chronology Memorandum.